

# How to Submit Additional Documents in the Automated Advanced Acquisition Platform (AAAP)

## If Your Offer is in Pending Review:

If GSA has identified your offer as the apparent successful offer, you will receive a letter requesting additional documentation to determine if your building will meet all of the Government’s requirements. When you log in to AAAP, the offer’s status will read “Pending Review.”



**My AAAP Offers**  
For the Offer Status definitions, please [Click Here](#)

	BUILDING NAME	ADDRESS	CITY	STATE	ZIP CODE	OFFER STATUS	RLP #
<input checked="" type="radio"/>	Test		Alexandria	VA	22314	Pending Review	20-REG11

To add documents to your offer, select the radial button to the left of the building name and then click the “Add/View Documentation” button, which is located above the table. Make sure you select the radial button that corresponds to the building with the “Pending Review” status.



**My AAAP Offers**  
For the Offer Status definitions, please [Click Here](#)

☒ **Select First**  **Select Second**

	BUILDING NAME	ADDRESS	CITY	STATE	ZIP CODE	OFFER STATUS	RLP #
<input checked="" type="radio"/>	Test		Alexandria	VA	22314	Pending Review	20-REG11

## Offer Attachments Page:

The attachments page for your offer will show the Auto Generated forms created by the system, as well as any attachments uploaded by you at the time of submission.

AAAP HOME | RSAP | LOGOUT

GSA
AAAP OFFER HOME PAGE
AAAP RLP & LEASE DOCUMENTS
PROFILE
AAAP HELP

## GSA's Automated Advanced Acquisition Program

### Offer Attachments

#### Attachments Already Submitted

NO #	ATTACHMENT TYPE	ATTACHMENT NAME	VIEW	DATE UPLOADED	DATE/TIME SUBMITTED

#### Auto Generated Forms

ATTACHMENT #	ATTACHMENT NAME	DATE UPLOADED	VIEW FILE
1	Lessors Annual Cost Statement (Form 1217)	Tue May 26 00:00:00 GMT 2020	
2	Lessors Annual Cost Statement (Form 1217 attachment)	Tue May 26 00:00:00 GMT 2020	
3	Form 1364 AAAP	Tue May 26 00:00:00 GMT 2020	

#### Manual Attachment Uploads

Step 1: Select the attachment type: \*

--None--

Step 2: Click the Choose File to find the file: \*

Choose File
No file chosen

Step 3: Click attach:

Attach

Successfully uploaded attachments will appear in the table below. Follow steps 1 through 3 to add additional attachments.

#### Attachments List

ATTACHMENT #	ATTACHMENT TYPE	ATTACHMENT NAME	DATE SUBMITTED	VIEW FILE	DELETE FILE
1	Floor Plan	city-solid (1).jpg	05/21/2020		

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Save Page
Exit Offer
Submit Documents

LEASE OFFER PLATFORM
| PRIVACY AND SECURITY POLICY |

**Add Offer Attachments:**

You will now have the option to upload additional documents to this record in response to the Due Diligence letter. Select the appropriate attachment type from the dropdown menu under Step 1, click “Choose File” to select the file you wish to attach (Step 2), and click “Attach” (Step 3).

**Manual Attachment Uploads**

**Step 1: Select the attachment type: \***

--None--

- None--
- Architectural Modernization Plans
- Asbestos Management Plans
- Authorization to Represent Ownership Entity
- Building Amenities Detail - Existing or Planned
- Certificate of Occupancy - Building
- Conditional Commitment of Funds
- Confirmation of Rent
- Conflict of Interest Disclosure
- Energy Star or Other Energy Efficiency Improvements Supporting Documentation
- Fire / Life Safety Supporting Documentation
- Fire Life Safety Evaluation
- Foreign Ownership / Foreign Financing Representation
- Historic Property / Historic District Supporting Documentation
- LEED or Green Globes Supporting Documentation
- Legal Description of Property
- National Environmental Policy Act Documentation
- National Historic Preservation Act Documentation
- Other
- Parking Plan

The attachment types are:

- Confirmation of Rent
- Test Fit Layout
- Conditional Commitment of Funds
- Proof of Local Zoning Compliance
- Proof of Property Ownership or Control
- Historic Property / Historic District Supporting Documentation
- Conflict of Interest Disclosure
- Fire / Life Safety Supporting Documentation
- Legal Description of Property
- Parking Plan
- Architectural Modernization Plans
- Asbestos Management Plans
- Scaled Floor Plans / CAD Drawings
- Vending Facility Exclusivity Arrangements
- Building Amenities Detail - Existing or Planned
- Energy Star or Other Energy Efficiency Improvements Supporting Documentation
- National Environmental Policy Act Documentation
- National Historic Preservation Act Documentation
- Small Business Subcontracting Form
- Certificate of Occupancy - Building
- Foreign Ownership / Foreign Financing Representation
- LEED or Green Globes Supporting Documentation
- Other

**Note: Your letter from GSA will indicate which documents you are required to submit.**

### Complete the Attachments Page:

Once you have successfully uploaded your documents, they will appear in the Attachments List at the bottom of the page. In this table, you can view the files to confirm that the proper documents have been uploaded and delete files that may have unintentionally been uploaded. Once the package of documents is ready, **Click “Submit Documents” to transmit the attachments to GSA.**

#### Manual Attachment Uploads

**Step 1: Select the attachment type: \***

--None--

**Step 2: Click the Choose File to find the file: \***





Choose File No file chosen

**Step 3: Click attach:**

Attach

Successfully uploaded attachments will appear in the table below. Follow steps 1 through 3 to add additional attachments.

#### Attachments List

ATTACHMENT #	ATTACHMENT TYPE	ATTACHMENT NAME	DATE SUBMITTED	VIEW FILE	DELETE FILE
1	Floor Plan	city-solid (1).jpg	05/21/2020		
2	Certificate of Occupancy - Building	Example KB Article.docx	05/26/2020		

Back Save Page Exit Offer Submit Documents

**Per the instructions in your due diligence letter, Offerors are encouraged to upload due diligence documents as they become available.**